

TAB D

MAIL AND COURIER BRANCH

Other Special Factors

LEAVE

The work assignments of the Courier Section as enumerated on the attached chart, are based on the premise of a full complement of fifty men. No replacements are available for those men on sick or annual leave. The number of personnel on annual leave alone averages three men per day.

TRAINING IN THE USE OF FIREARMS

In accordance with [REDACTED], couriers must carry firearms in those instances involving risk or danger of theft and must be familiar with the weapon by training. Instruction in the use of firearms must be given during office hours, and it is virtually impossible to spare a courier for the time involved without affecting operations. There are now only four qualified armed couriers. With the assumption of service to [REDACTED] in January 1955, at least one armed courier will be necessary. To provide adequate armed courier service a total of eight armed couriers is essential.

AGENCY TRAINING

The personnel of the Mail and Courier Branch have had very little opportunity to participate in the Agency's training program due to the pressure of the workload. Three supervisors of this Branch have had the opportunity to attend the Basic Supervisors Course since 1 October 1954.

TRAVEL

Courier trips outside the metropolitan area of Washington since 30 June 1954.

Number of trips	7
Destination	[REDACTED]
Miles traveled	5,250
Mode of travel	Air
Cost	\$479.60
Man hours	83 hours

RELEASE OF COURIERS

In order to enable the Mail and Courier Branch to fulfill its functional responsibilities it is necessary that a replacement enter on duty before an employee can be released to accept another position. Couriers enter on duty

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with the understanding that they are required to handle heavy mail bags, load and unload trucks, and perform overtime when required. At that time they are also advised that they cannot be reassigned within the Agency to another position until a replacement has entered on duty and is trained (see encl. 1, Annex 5). Statistical information on the release of couriers is as follows:

Personnel released during FY 1954

Couriers	20
Mail Clerks	3
Messengers	5

Personnel released during FY 1955

Couriers	7
Mail Clerks	0
Messengers	1

Estimate of personnel to be released during balance of FY 1955

Couriers	10
Mail Clerks	2
Messengers	4

PROMOTIONAL PROCEDURE

There are possibilities for advancement and promotion as follows:

- a. GS-3 Mail Clerks and GS-3 Couriers will be promoted to GS-4 upon the satisfactory completion of a six months probationary period. GS-3 employees whose services have not been satisfactory during the probationary period will be continued in grade until they are satisfactory or until their appointment is terminated.
- b. Promotion to higher grade positions (other than GS-4 Mail Clerk and GS-4 Courier) will be made within the Mail and Courier Branch as vacancies occur. Promotions to positions in other Agency components will be made in accordance with existing personnel policies. In the latter case a replacement is necessary before a transfer can be effected.

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